

Bldg & Cr 3
30 JUL 1963

JYL

MEMORANDUM FOR: Deputy Director (Support)
SUBJECT: Air Conditioning Alterations - DCI Offices

1. The 6th floor office immediately below the DCI office has been vacated.

2. The following schedule has been coordinated with Public Buildings Service and the air conditioning contractor [redacted] Company, Incorporated.)

STAT

(a) Contractor "quiet work" on 6th floor will be in progress on 30, 31 July and 1 August during normal work hours.

(b) Contractor "noisy work" on 6th floor will be accomplished at night on 30, 31 July and 1 August.

(c) CIA and PBS group forces remove furniture, rugs, venetian blinds, draperies, convector covers, etc., at night 1 August to noon time 2 August.

(d) Contractor work to start 7th floor offices noon time 2 August.

(e) Contractor work completed on 7th floor by close of business 9 August.

(f) CIA - PBS to reset furniture, etc., on 7th floor night of 9 August and on 10, 11 August.

(g) Contractor work on 6th floor complete on 11 August (includes test, etc., of new equipment).

(h) CIA - PBS restore 6th floor ceiling, etc., and move personnel back into offices by 15 - 19 August.

[redacted] STAT

JAMES A. GARRISON
Director of Logistics